

DEVELOPMENT SERVICES COORDINATOR

General Statement of Duties: Performs professional planning duties, including supervision of the Planning division; maintains and administers City development regulations; initiates plans, establishes programs and coordinates implementation of the same; performs other duties as assigned by the Community Development Director.

Distinguishing Features of the Class: An employee in this position is responsible for highly skilled technical, supervisory and administrative work in directing the Planning Division of the Community Development Department. The incumbent must analyze and prepare recommendations on proposed development projects. The work also requires the incumbent to formulate and implement plans for the development of the City.

Areas of Accountability:

- 1) Directs and coordinates the activities of all employees in the Planning Division.
 - Supervises and coordinates training of personnel assigned to the Planning Division;
 - Recommends to the Director, the hiring and discipline of employees in the Planning Division;
 - Delegates work load while maintaining authority and responsibility of same, and reviews performance of assigned staff;
 - Advises and recommends departmental policies and procedures to the Director.
- 2) Coordinates the preparation and maintenance of plans for the development of the City.
 - Assures the preparation, maintenance and updating of the City's comprehensive plan elements;
 - Supervises the collection and analysis of data relating to various aspects of development for the City;
 - Supervises the preparation of written reports, development plans, and other planning documents;
 - Presents plans and recommendations to the Planning Commission, Zoning Board of Adjustment, Heritage Preservation Commission, and other appropriate entities.
- 3) Coordinates the preparation of departmental recommendations on development and planning policies for the City.
 - Assures that the development projects and related files, records and supporting data are properly administered and maintained in a convenient and accessible manner;
 - Supervises the analysis of development proposals for consistency with accepted development principles and adopted plans for the City;
 - Advises on federal and state regulatory issues relating to land use compliance and recommends Departmental policy to the Director; and

- Presents department recommendations in oral and written form to the appropriate Boards and Commissions.

4) Represents the Community Development Department.

- Serves on interdepartmental committees; and
- Represents the division before the City Planning Commission; Zoning Board of Adjustment; Heritage Preservation Commission and other groups dealing with Planning and Community Development.

5) Performs other duties as assigned.

Required Knowledge, Skills and Abilities: Thorough knowledge of supervisory techniques and principles, development regulation requirements, principles and practices of city planning, urban design, geographic information systems, and techniques of statistical analysis; skill to communicate in oral and written form on all matters relating to the Planning Division; ability to supervise subordinates to obtain efficient and effective completion of assigned work tasks; ability to solve advanced planning problems and to prepare development plans for the City; ability to establish and maintain effective working relationships with supervisors, subordinates, elected and appointed officials, and the general public.

Acceptable Experience and Training: Graduation from recognized graduate school with a Master's degree in Planning or related discipline with a minimum of two years in planning, or any equivalent combination of experience and education that provides the required knowledge, skills and abilities.